

Massachusetts Department of Early Education and Care
Grant Application

EEOST APPLICATION CHECKLIST

Documents to be submitted

Signed cover page	__attached
Application	__attached
Checklist	__attached

Attachments

Please indicate if it is attached, not available or not applicable.

Project Overview

Detailed site map	__attached__not available__not applicable
Architectural drawings	__attached__not available__not applicable
Letter of municipal support	__attached__not available__not applicable
Environmental site assessments	__attached__not available__not applicable
Cost estimate	__attached__not available__not applicable
Letters from funders	__attached__not available__not applicable
Market analysis	__attached__not available__not applicable

Owned Property Information

Copy of deed	__attached__not available__not applicable
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Acquisition Information

Copy of title or purchase & sale agreement	__attached__not available__not applicable
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Justification of purchase price- appraisal	__attached__not available__not applicable
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Lease Information

Copy of lease that conforms to EEOST guidelines	__attached__not available__not applicable
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ECE and/or OST Specific Information

Copy of current license	__attached__not available__not applicable
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Copy of accreditation or letter stating intent to seek accreditation for proposed site	__attached__not available__not applicable
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Copy of program information (brochure, parent handbook, etc.)
___attached___not available___not applicable

Copy of verified QRIS Level ___attached___not available___not applicable

Applicant Organization and Development Team

Articles and By Laws ___attached___not available___not applicable

501(c)3 letter issued by the IRS ___attached___not available___not applicable

Resumes of:

- ECE and/or OST Program Director
___attached___not available___not applicable
- Organization Executive Director
___attached___not available___not applicable
- Chief Financial Officer or Senior Financial Manager
___attached___not available___not applicable
- Development Team
___attached___not available___not applicable

List of Directors and Officers, including affiliations
___attached___not available___not applicable

Financial Information

Audited financial statements for the past 3 years, if your organization's annual budget is over \$500,000. Include management letters issued by the auditors. If there are no management letters, please include statement to that effect.

___attached___not available___not applicable

Current operating budget ___attached___not available___not applicable

If the organization has a single audit prepared in accordance with OMB A-133 rules, please attach these reports for the last three years in lieu of the audited financial statements. Please include the management letters issued by the auditors. If there are no management letters, please include a statement to that effect.

___attached___not available___not applicable

Year to date financial statement for the current fiscal year, including the balance sheet and income statement. ___attached___not available___not applicable

Projected operating budget for 15 or 25 years depending on your program's ownership or lease of the building.

___attached___not available___not applicable

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Cash flow budget for 15 or 25 years depending on your program's ownership or lease of the building. ☐ attached ☐ not available ☐ not applicable